

**Summary Report for Individual Task
101-92M-4602
Manage Mortuary Sections.
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Condition: In a classroom environment as the NCOIC of a military mortuary. Given an Army mortuary, mortuary officer, mortuary affairs personnel, equipment, supplies, forms, AR 638-2, DA PAM 638-2, mortuary policies, and standard operating procedures. This task should not be trained in MOPP 4.

Standard: Manage mortuary sections while processing human remains with zero discrepancies.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

<div>DANGER</div> <div>None</div>
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<div>WARNING</div> <div>None</div>

<div>CAUTION</div> <div>None</div>

Remarks: None

Notes: None

Performance Steps

1. Enforce regulatory guidance.
 - a. Verify documentation.
 - (1) DD Form 2062.
 - (2) DD Form 2064.
 - (3) Civil death certificate, if present.
 - (4) DD Form 2065.
 - (5) Identification documents.
 - b. Submit DA Form 4339 every quarter.
 - c. Enforce health and transportation laws.
 - d. Enforce customs requirements during.
 - (1) Inspection of human remains.
 - (2) Inspection of casket or transfer case.
 - (3) Inspection of shrouding material.
 - (4) Affixing of anti-pilferage seals.
 - (5) Placing seal across lid of document tube or tray.
 - (6) Annotation on DD Form 1384, that transfer case contains no prohibited items or commodities.
2. Process human remains at CONUS port mortuary.
 - a. Conduct inspection of human remains.
 - b. Determine if reprocessing is necessary.
 - c. Verify completion of the following documentation.
 - (1) A statement explaining costs associated with:
 - (a) Handling.
 - (b) Reprocessing.
 - (c) Procuring a casket or urn.
 - (d) Procuring a shipping case.

(e) Transportation from port to final destination.

(2) Verify completion of DD Form 1375.

(3) Verify the following interment allowance information.

(a) Amount paid.

(b) Date of payment.

(c) Name of payee.

(d) Voucher number.

(e) Check number.

(4) Verify completion of DA Form 5329.

(5) Verify completion of DD Form 1131.

(6) Verify collection of reimbursable charges.

(7) Verify depositing of reimbursable charges.

(8) Verify escort expenses.

(a) Transportation.

(b) Per diem.

(9) Verify completion of escort travel voucher.

d. Ensure human remains information is only released to:

(1) Commander , US Army Human Resources Command.

(2) Receiving Casualty Assistance Center.

(3) Casualty Assistance Officer supporting the PADD.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the NCO a Go if they successfully complete all steps. Score the NCO a NO-GO if they fail to complete any step. If the NCO fails any step, show what they did wrong and how to do it correctly.

Evaluation Preparation: Use a predetermined site. Provide the NCO with required personnel and equipment to perform the task. If using mannequins for training purposes, ensure handling as if they are actual fatalities.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Enforced regulatory guidance.			
a. Verified documentation.			
(1) DD Form 2062.			
(2) DD Form 2064.			
(3) Civil death certificate, if present.			
(4) DD Form 2065.			
(5) Identification documents.			
b. Submitted DA Form 4339 every quarter.			
c. Enforced health and transportation laws.			
d. Enforced customs requirements during.			
(1) Inspection of human remains.			
(2) Inspection of casket or transfer case.			
(3) Inspection of shrouding material.			
(4) Affixing of anti-pilferage seals.			
(5) Placing seal across lid of document tube or tray.			
(6) Annotated on DD Form 1384, that casket or transfer case contained no prohibited items or commodities.			
2. Processed human remains at CONUS port mortuary.			
a. Conducted inspection of human remains.			
b. Determined if reprocessing was necessary.			
c. Verified completion of the following documentation.			
(1) A statement explaining costs associated with:			
(a) Handling.			
(b) Reprocessing.			
(c) Procuring a casket or urn.			
(d) Procuring a shipping case.			
(e) Transportation from port to final destination.			
(2) Verified completion of DD Form 1375.			
(3) Verified the following interment allowance information.			
(a) Amount paid.			
(b) Date of payment.			
(c) Name of payee.			
(d) Voucher number.			
(e) Check number.			
(4) Verified completion of DA Form 5329.			
(5) Verified completion of DD Form 1131.			
(6) Verified collection of reimbursable charges.			
(7) Verified depositing of reimbursable charges.			
(8) Verified escort expenses.			
(a) Transportation.			
(b) Per diem.			
(9) Verified completion of escort travel voucher.			
d. Ensured human remains information was only released to:			
(1) Commander, US Army Human Resources Command.			
(2) Receiving Casualty Assistance Center.			
(3) Casualty Assistance Officer supporting the PADD.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 638-2	CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	Yes
	PAM 638-2	PROCEDURES FOR THE CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. "Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning.

Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects."

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None